

# \*\*\* CAREER OPPORTUNITY \*\*\*



## UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF TEXAS

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| <b>Position Title:</b>        | <b>Financial Workleader #10-22</b>      |
| <b>Location:</b>              | <b>Dallas, Texas</b>                    |
| <b>Closing Date:</b>          | <b>October 31, 2010 or until filled</b> |
| <b>Starting Salary/Range:</b> | <b>CL-27/28 (\$48,547 - \$94,584)*</b>  |

\*depending on qualifications and experience

### **POSITION OVERVIEW:**

The United States District Court for the Northern District of Texas is recruiting for the position of Financial Workleader for the Dallas Clerk's Office. The incumbent reports to the Financial Administrator and performs and coordinates administrative, technical, and professional work related to financial, accounting, and budgetary activities of the court, including ensuring compliance with appropriate guidelines, policies, and approved internal controls. Additionally the incumbent oversees and assists with accounts payable and accounts receivable activities; assists with budget preparation; develops recommendations regarding procedures for improvement; and assists with policy development regarding financial matters. Duties include supervising a staff of four employees who process vouchers, record receipts, invest and disburse registry funds, process restitution, prepare and submit monthly/quarterly reports, and maintain and update financial manuals.

### **QUALIFICATIONS:**

Extensive knowledge of financial systems and how to use automated systems to perform day-to-day financial activities. Knowledge of financial reporting, procurement processes, and financial transactions. Skill and accuracy in working with numerical calculations. Knowledge of government accounting practices, procedures, and principles, including internal controls and separation of duties preferred. The incumbent should have at least four (4) years of progressive accounting experience and some supervisory experience. An accounting or related business degree is required; CPA credential is preferred.

### **BENEFITS:**

This position is entitled to benefits, which include the retirement system, health benefits, life insurance and disability insurance programs, holidays and the leave accrual program, and periodic salary increases. The Court is not authorized to reimburse candidates for travel or moving expenses. This position is subject to mandatory Electronic Funds Transfer participation for payment of net pay.

### **OTHER:**

The final candidate will be subject to a background investigation by law enforcement agencies, which includes FBI fingerprinting. The applicant must be a U.S. citizen or provide documentation proving eligibility to work in the U.S.

Qualified applicants may submit a detailed **resume** with **salary history** to:

**Human Resources - #10-22**  
United States District Clerk' s Office  
1100 Commerce Street, Room 1452  
Dallas, TX 75242  
Fax: (214)753-2247  
Email: [humanresources@txnd.uscourts.gov](mailto:humanresources@txnd.uscourts.gov)

**\*\*\*\* The Court is an Equal Employment Opportunity Employer \*\*\*\***

The Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position without prior notice. The U.S. District Court requires employees to adhere to a Code of Ethics and Conduct. The Court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and interviewing process, please notify our human resources representative. The decision on granting reasonable accommodations will be made on a case by case basis.